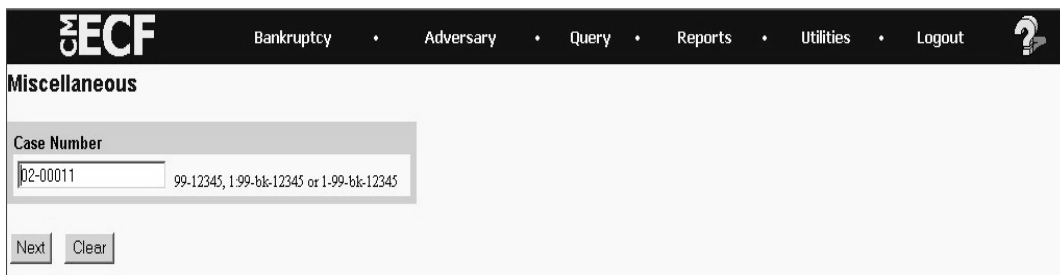


**FILING A DOCUMENT/DOCKETING- OTHER**  
**\*\*EXAMPLE: SCHEDULES & STATEMENT OF AFFAIRS\*\***  
**(Local Rule 1007-1)**

The following instructions will guide you through the process of filing and docketing a miscellaneous document or an “Other” event in the Electronic Case Filing (ECF) system.

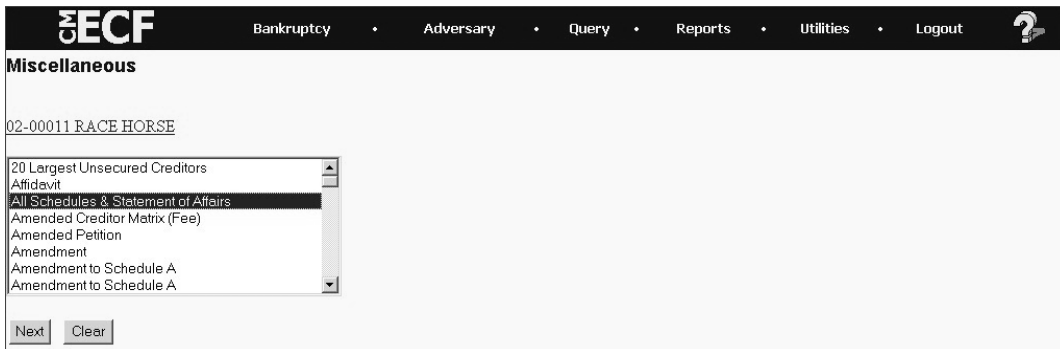
**STEP 1** Select **Bankruptcy** from the Main Menu, and then click on **Other** hypertext link.

**STEP 2** The **Case Number** entry screen appears.

The screenshot shows the ECF system interface. At the top is a black navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a section titled "Miscellaneous". Inside this section, there is a "Case Number" label above a text input field. The input field contains "02-00011" and has a placeholder text "99-12345, 199-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

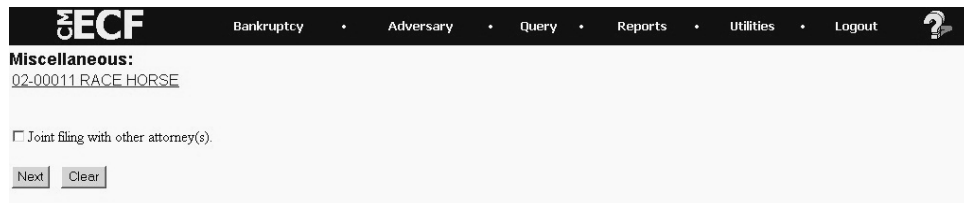
- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

**STEP 3** This screen allows you to select the type of pleading being filed.

The screenshot shows the ECF system interface, similar to the previous one. The "Case Number" field now contains "02-00011 RACE HORSE". Below the input field is a dropdown menu. The menu is open, showing a list of options: "20 Largest Unsecured Creditors", "Affidavit", "All Schedules & Statement of Affairs" (which is highlighted), "Amended Creditor Matrix (Fee)", "Amended Petition", "Amendment", "Amendment to Schedule A", and "Amendment to Schedule A". Below the dropdown menu are two buttons: "Next" and "Clear".

- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

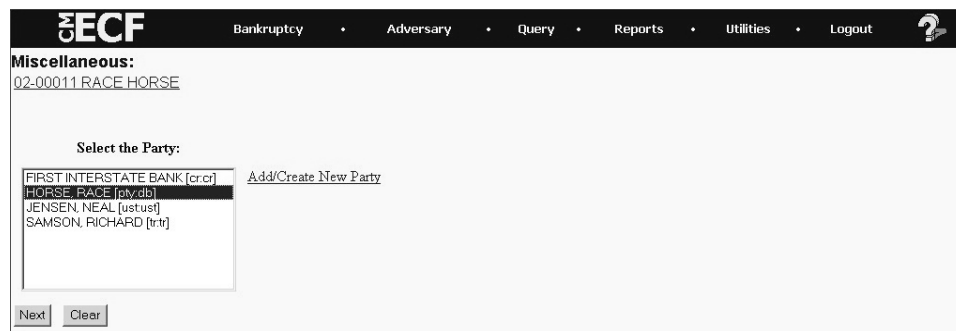
**STEP 4** This screen allows you to select whether or not you are filing the motion/application with a joint attorney.



This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen by clicking **[Next]** and proceeding to **Step 8**.

- ◆ If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.

**STEP 5** Select the Party screen appears



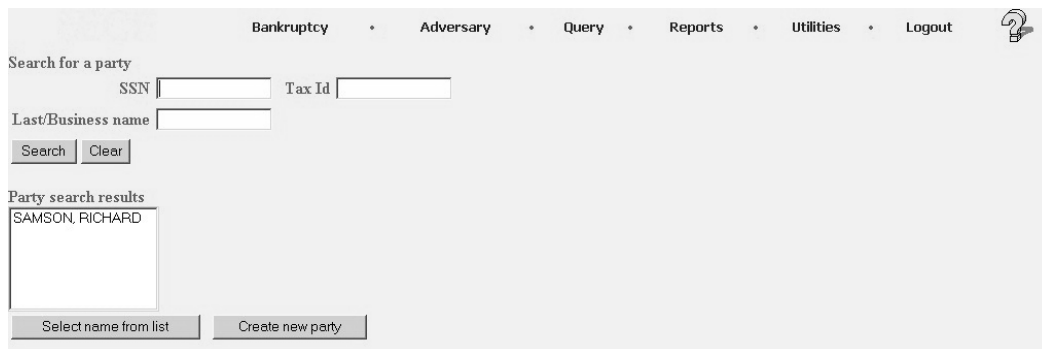
- ◆ If the name of party/filer filing the document you are searching for is listed, click on the name(s), click on **Next** and then proceed to **Step 8**. [If the selection box is full, use the scroll arrows to further search for the party name(s)]  
*To select more than one name from the list, hold down the Ctrl key and use your mouse to click on the names.*  
If the name of party(s) is not listed, click on **Add/Create New Party**

- ◆ The **Search for a party** screen appears.



- ◆ Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper case characters). Click on **Search**

- ◆ The **Search for a party (party results)** screen appears



- ◆ If name(s) is not listed, click on **Create New Party** and proceed to **Step 6**.
- ◆ If the name(s) is listed, click on it. Click **Select name(s) from list**.
- ◆ Party's information appears for verification and modification, if necessary.  
[This screen appears every time you select a party that exists or has been added to the system.]
- ◆ Click on drop box, **Role**, to select appropriate party role, (i.e., Debtor, Creditor, etc.).
- ◆ To add **Party Text**, such as A Montana Corporation, do so now in box provided
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

- ◆ Proceed to **Step 7**.

**Step 6 Party Information** screen appears:

- ◆ Enter the party information in appropriate fields. Use the *Last Name* field for last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box to select the new person's role, (i.e., Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen

**STEP 7** The **Select the Party** screen appears with your party highlighted. Click on **Next**.

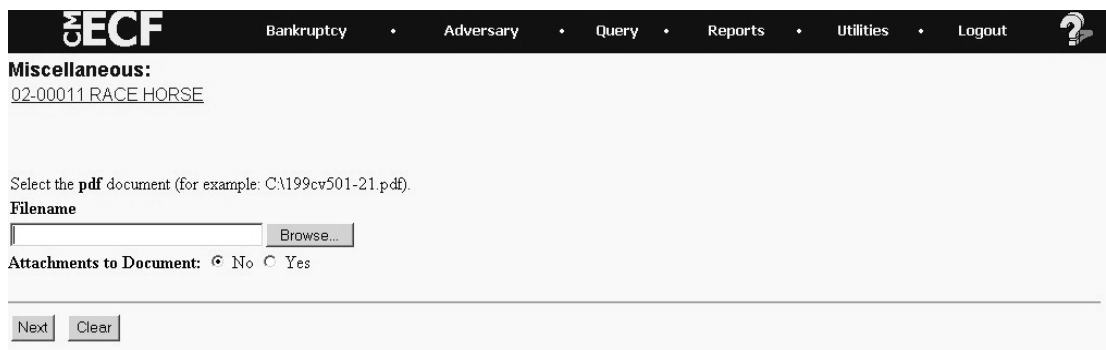
**STEP 8** The **attorney/party association** screen appears.



The screenshot shows the ECF Miscellaneous screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The page title is "Miscellaneous:" followed by the case number "02-00011 RACE HORSE". The main content area contains the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this text is a checkbox labeled "HORSE, RACE(pty.db) represented by SAMSON, RICHARD (aty)". At the bottom of the form are "Next" and "Clear" buttons.

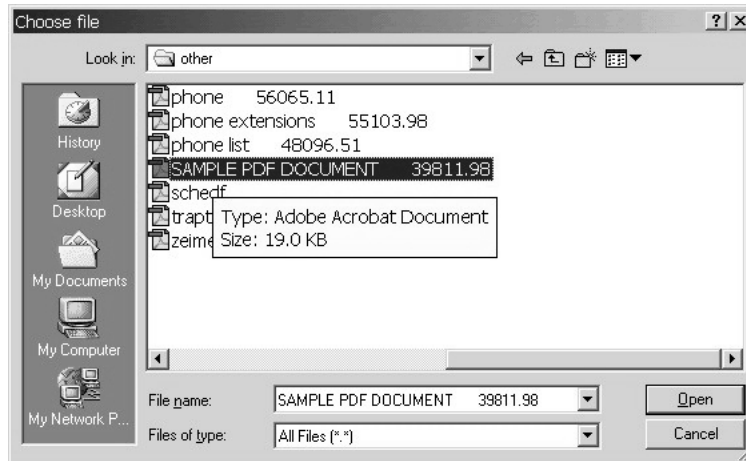
**NOTE FOR ASSOCIATION:** Click the box to associate the attorney with the party added/selected. Click NEXT to continue. [You may receive this message if an attorney has not previously been associated with the party].

**STEP 9** Select the PDF Document screen appears.



The screenshot shows the ECF Miscellaneous screen. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The page title is "Miscellaneous:" followed by the case number "02-00011 RACE HORSE". The main content area contains the text: "Select the pdf document (for example: CA199cv501-21.pdf).". Below this text is a "Filename" label and a text input box. To the right of the input box is a "Browse..." button. Below the input box is the text "Attachments to Document:" followed by radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The Choose file screen will appear:



- ◆ Change **Files of type:** to Acrobat [\*.pdf] or All Files.
- ◆ Change **File name:** to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document.
- ◆ Double Click or Click on **Open**. The following screen appears:

02-00011 RACE HORSE

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

W:\imaging\other\SAMPLE PDF DOCU

**Attachments to Document:** ☐ No ☒ Yes

**If there are attachments to document, e.g. exhibit, appendix, etc.**

- ◆ Click on the radio button next to *Yes*.
- ◆ Click on **Next**.

**STEP 9 Select one or more attachments** screen appears. All exhibits must be attached at this screen:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

W:\imaging\other\SAMPLE PDF DOCU

---

2) Select a document type and/or enter a description.

Type	Description
<input type="text" value="Affidavit"/>	<input type="text" value="Joe Banker, First Citizens Bank"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Select the filename of your attachment by using **Browse**.
- ◆ Click on the ▼ down arrow next to **Type** and click on type of attachment.
- ◆ Click in **Description** box and type in any additional description.
- ◆ Click on **Add to List**.
- ◆ Continue to *Add Attachments* using the above steps as necessary.
- ◆ Once all attachments have been added, click on **Next**.
- ◆ The following screen appears.

**If there are no attachments to document:**

- ◆ Click on **Next** and the following screen appears.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Miscellaneous:**  
02-00011 RACE HORSE

**Docket Text: Final Text**  
All Schedules & Statement of Financial Affairs Filed by RACE HORSE. (SAMSON, RICHARD)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

**STEP 10 Docket Text: Modify as Appropriate** screen appears:

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Miscellaneous:**  
02-00011 RACE HORSE

**Docket Text: Final Text**  
All Schedules & Statement of Financial Affairs Filed by RACE HORSE. (SAMSON, RICHARD)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

*Certain events in ECF are straight forward and **DO NOT** allow modification to the final docket text.*

*This event falls into that category.*

Verify docket entry as it appears on screen.

- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

**STEP 11 Docket Text: Final Text** screen appears:

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Miscellaneous:**  
02-00011 RACE HORSE

**Docket Text: Final Text**  
All Schedules & Statement of Financial Affairs Filed by RACE HORSE. (SAMSON, RICHARD)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.



## Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Miscellaneous:**  
02-00011 RACE HORSE

Notice of Electronic Filing

The following transaction was received from SAMSON, RICHARD entered on 11/22/2002 at 11:55 AM MTN and filed on 11/22/2002

**Case Name:** RACE HORSE  
**Case Number:** 02-00011  
**Document Number:** 29

**Docket Text:**  
All Schedules & Statement of Financial Affairs Filed by RACE HORSE. (SAMSON, RICHARD)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**W:\imaging\Archive\Friday\ap-n0-01-40790 30875.05.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=986323682 [Date=11/22/2002] [FileNumber=420-0] [234ed0dfda0d08cf013638fb4e761bf50af02fb991dbcd2a9baac9685e85ed591b5f23ac2ebc5cf8f4839a3765240e0bee5d02dc79387d6ed1971c348d17446e]]

**02-00011 Notice will be electronically mailed to:**

JAMES A. PATTEN japatten@yahoo.com  
RICHARD SAMSON samsonrj@yahoo.com,

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

### Print receipt

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**
- ◆ Click on the Printer Icon at the top of the page.

*[Note: It is highly suggested that copies of receipts be maintained for your records]*